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MANUAL

OF THE

State Board of Education

RELATING TO

Teachers' Certificates.

STATE OF KANSAS,
1913.

STATE PRINTING OFFICE,
TOPEKA, 1913.

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STATE BOARD OF EDUCATION.

W. D. ROSS, *President*.
State Superintendent of Public Instruction.

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Chancellor State University, Lawrence.

H. J. WATERS,
President State Agricultural College, Manhattan.

THOS. W. BUTCHER,
President State Normal Schools, Emporia.

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MISS ELLA MAHAFFIE,
Kansas City.

L. D. WHITTEMORE, *Secretary*,
Assistant State Superintendent.

NOV 23 1913

PREFACE.

THIS edition of the Manual of the Kansas State Board of Education contains a statement of the legal requirements for state certificates, the general rules of the State Board in relation to the granting of certificates, and regulations regarding the approval of courses of study in colleges and universities.

Applicants for state certificates by examination or graduation from accredited schools should acquaint themselves with the Board's requirements.

Accredited colleges will be expected to conform to the requirements of the Board in respect to courses of study, equipment, and character of their work.

W. D. ROSS, *President.*

L. D. WHITEMORE, *Secretary.*

CHAPTER I.

CERTIFICATES.

Kinds of State Certificates Issued.

The State Board of Education issues certificates of the following kinds:

1. General certificates.

- (a) Three-year renewable certificate. This is granted, (1) on examination (for subjects see page 6); (2) to graduates of accredited colleges (for conditions see page 12).
- (b) Three-year nonrenewable certificate. This is granted to graduates from a normal course in an accredited institution. The course of study must include all subjects required in the examination for a state certificate (page 6); and not less than twenty weeks must be given to practice teaching.
- (c) Life certificate. This is granted to holders of three-year renewable certificates if application is made within six months before or after the date of the expiration of such certificates; provided, that the applicant is of good moral character and has taught successfully not less than two years of the three covered by the three-year certificate, and has kept himself well informed in the general literature of his profession.
- (d) Life diploma. This is granted upon examination to professional teachers of eminent professional ability who have taught two years in the state.

2. Industrial certificates.

- (a) Manual training.
- (b) Domestic science and art.

Industrial certificates are valid for teaching such industrial branches as are covered by the certificate, and then only when the holder has also a valid Kansas teachers' certificate. Industrial certificates are valid for one year on first issue. Renewals may be made for two years.

3. Institute certificates.

- (a) Conductor, valid for one or five years.
- (b) Instructor, valid for one or three years.
- (c) Special instructor, valid for one year; gives authority to instruct only in the branches named in the certificate.

The State Normal Schools issue the following certificates or diplomas with certificate value:

- (a) Diploma, two-year and four-year Normal College course, valid as a life certificate in all public schools of the state.
- (b) Three-year nonrenewable certificate, upon completion of three years of work prescribed for the State Normal Schools.
- (c) One-year nonrenewable certificate, upon completion of two years of work prescribed for the State Normal Schools and an attendance of not less than twenty weeks.

NOTE.—All certificates issued by the State Normal School must be signed by the state superintendent of public instruction.

Registration of State Certificates and Normal School Diplomas.

All state certificates and Normal School diplomas and certificates must be registered with the county superintendent of the county where the holder teaches, or with the clerk of the board of education if the holder teaches in a city of the first or second class. The document is not valid as a certificate until it is registered according to law.

Lapsing and Revocation of State Certificates.

All state certificates and Normal School diplomas lapse as certificates if the holder is not engaged in school work for three consecutive years. In order to secure recognition for any year, at least twenty weeks of school work must have been done in that year.

All documents of certificate value may be revoked by the body issuing the same, if there is cause for revocation.

Renewal of Lapsed Certificates.

The State Board of Education may renew lapsed life certificates and diplomas and Normal School diplomas upon satisfactory evidence that the holder thereof is worthy of such renewal.

Renewal of Three-year Certificates.

At the expiration of a three-year renewable certificate, if the holder, in the judgment of the State Board of Education, has taught successfully two years out of the three, and has kept himself well informed in the general literature of his profession, he is entitled to a life certificate. The application for renewal may be made within the period of six months before and six months after the date of the expiration. At least two of the three years previous to the application for renewal must have been spent in active school work. At least twenty weeks of school work must be done in one year, with a total of forty weeks in the two years, in order to secure such renewal.

CHAPTER II.

STATE EXAMINATIONS.

Time and Place of Holding.

State examinations are held during the week, beginning with the fourth Monday in August, at Topeka, Lawrence, Manhattan, and Emporia; and at Pittsburg, Wichita, and Salina, provided that five or more applicants notify the state superintendent, through the county superintendent, prior to July 1, of their desire to take the examination at any of these places.

An examination in manual training and domestic science will be offered on Wednesday and Thursday following the fourth Monday of August of each year, at Manhattan, Emporia, and Pittsburg. Applicants for industrial certificates must be holders of some valid Kansas teacher's certificate. Those who are not so provided should write on the county examination questions prior to this examination.

State examinations will invariably be conducted under the supervision of some member of the State Board.

Examinations in the professional subjects will be held at the accredited colleges of the state on the third Wednesday of May in each year, following the program for Friday, as shown on page 9, provided that these colleges make request for the examination prior to April 1. This examination is for graduates of accredited schools or seniors of the current year. Students of lower rank will not be admitted to this examination. Applicants for certificates by complete examination will be examined in August only. Applicants from accredited schools, who are required to take the professional examinations only, may take the May or August examination.

No examination fee is charged by the Board, but applicants for industrial certificates will be required to pay for material used in the laboratory work.

Requirements for Three-year State Certificates by Examination.

1. A satisfactory examination in the following branches:

- (1) *English*.—Orthoepy and orthography, reading, penmanship, English grammar and composition, literature.
- (2) *Mathematics*.—Arithmetic, algebra, plane and solid geometry.
- (3) *Geography*.—Physical and political.
- (4) *History*.—American history, Kansas history, mediæval and modern history, civil government, including the government of Kansas.
- (5) *Physiology*.
- (6) *Physics*.
- (7) *Botany*.
- (8) *Chemistry*.
- (9) *Drawing*.
- (10) *Music*.
- (11) *General Psychology*.

- (12) *Professional Subjects*.—History of education, educational administration and supervision (including school law), educational psychology or theory of education, methods of instruction.

A candidate for the three-year certificate may substitute for any two of the branches numbered 8, 9, and 10, any two of the following: Political economy, zoölogy, Latin (including Cæsar and Vergil), or German (three years).

2. One year of teaching.

3. Satisfactory testimonials from reputable persons in regard to temper, manners, moral character, and professional standing.

At the expiration of this certificate a life certificate will be granted, if the holder furnishes satisfactory evidence of having taught successfully at least two years of the three covered by the three-year certificate.

Requirements for State Diploma.

1. A satisfactory examination in all the branches required for a three-year certificate, together with political economy, zoölogy, and Latin (including Cæsar and Vergil or Cæsar and Cicero). The examination in language is based on a three-year course of study. German or French may be substituted for Latin.

2. Five years of teaching, two of which must have been in the state of Kansas.

3. Testimonials as required of the candidates for certificates.

Requirements for Industrial Certificates.

1. Industrial certificates may be granted on examination or on credentials which are satisfactory to the Board.

2. Applications must be filed on the official blank which the state superintendent will furnish upon request (form 103-A).

3. Manual-training certificates are of one grade, and require ability to teach the subject in the grades and high school. The requirements include ability to teach both theory and laboratory work in clay modeling, cardboard construction, basketry, joinery, furniture making, wood turning, and mechanical drawing.

4. Domestic science certificates are of one grade, and require ability to teach sewing and cooking in the grades and high school.

5. On examination an average of eighty-five per cent, with no grade below seventy per cent, is required for an industrial certificate.

6. The first issue of industrial certificates is for one year. Renewals may be for two years, provided the holder has taught successfully on the first certificate; otherwise a renewal may be for one year.

Rules for State Examinations.

1. To be entitled to enter the state examination, for an entire or partial examination, the applicant must file his application with the state superintendent and obtain a permit. Applications for the May examination should be filed not later than April 1, and for the August examination not later than July 1. No person will be admitted to the examination unless he presents the official permit.

2. The examination questions in each branch will be given to candi-

dates at the beginning of the time allotted to the examination in that branch, and at the expiration of that time the written answers will be collected.

3. Answers should be brief, but must be complete in logical exposition and in grammatical structure. The answers in mathematics must show the process as well as the result, in each case.

4. In grading, due weight will be given to the character of manuscripts in regard to penmanship and neatness of arrangement of answers.

5. The standing of candidates in spelling, composition, and penmanship will be determined in part by the character of their manuscripts in other branches.

6. One hundred per cent will denote perfection.

7. An average standing of eighty-five per cent, with not less than seventy in any topic, will be required for a certificate or diploma. Grades of the required average (eighty-five per cent) may be carried for two years.

8. Candidates are required to write with ink, upon legal cap paper of standard size, and to deliver the same unfolded. Candidates must furnish their own supplies—paper, pens, ink, erasers, pencils, etc.

9. The examination in advanced subjects will comprehend the matter embraced in textbooks used in the collegiate departments of first-class colleges.

10. State certificates and diplomas supersede the necessity of any and all other examinations by county, city, or local boards of examiners, and are valid in any county, city, town, or school district in the state.

Program for Examinations.

FOURTH MONDAY OF AUGUST, ANNUALLY.

Afternoon Session.

1:00 to 2:00—Formal application for certificate or diploma, with testimonials.

2:00 to 3:00—Orthoepy and orthography.

3:00 to 5:00—English grammar and composition.

5:00 to 6:00—Reading.

TUESDAY.

Forenoon Session.

8:00 to 10:00—Algebra.

10:00 to 10:30—Penmanship.

10:30 to 12:00—American history.

Afternoon Session.

1:30 to 3:30—Arithmetic.

3:30 to 4:30—Kansas history.

4:30 to 6:00—Political and physical geography.

WEDNESDAY.

Forenoon Session.

8:00 to 10:00—Geometry.

10:00 to 10:45—Industrial drawing.

10:45 to 12:00—Literature.

Afternoon Session.

1:30 to 3:00—Physiology.

3:00 to 4:30—Physics.

4:30 to 6:00—Botany.

MANUAL TRAINING.

Forenoon—Written work.

Afternoon—Laboratory work.

THURSDAY.

*Forenoon Session.**Afternoon Session.*

- | | |
|---------------------------------------|---|
| 8:00 to 9:30—General psychol-
ogy. | 1:30 to 3:30—Mediaeval and mod-
ern history. |
| 9:30 to 10:30—Civil government. | 3:30 to 6:00—Latin. |
| 10:30 to 12:00—Chemistry. | |

DOMESTIC SCIENCE.

Forenoon—Written work.*Afternoon*—Laboratory work.

FRIDAY.

*Forenoon Session.**Afternoon Session.*

- | | |
|---|---|
| 8:00 to 10:00—History of educa-
tion. | 1:30 to 4:00—Educational psychol-
ogy or theology. |
| 10:00 to 12:00—Methods of instruc-
tion. | 4:00 to 6:00—Administration and
school law. |

SATURDAY.

Forenoon Session.

- 8:00 to 10:00—Political economy.
10:00 to 10:30—Vocal music.
10:30 to 12:00—Zoölogy.

At the examination in the professional subjects held the third Wednesday in May at the accredited colleges the program given above for Friday will be followed.

Preparation Recommended in Professional Branches.

A brief description is here given of the preparation recommended for the examination in the professional branches. The books named in connection with each subject indicate the ground to be covered, but the use of other books on the same subjects is not excluded.

HISTORY OF EDUCATION.

Studies in the History of Education presuppose a broad knowledge of world-history and a comprehension of the elements underlying the various types of civilization that have developed—religious, philosophic, political and social systems. The aim of this study should be to gain a comprehensive view historically, and to give a solid foundation for the further study of educational theory and pedagogic literature in general.

The specific topics are: Pre-Christian systems, especially the Greek and the Roman, and the extent to which they have been influential in shaping mediæval and modern educational standards and ideals; early Christian and mediæval education, with special emphasis on monastic and scholastic elements; modern education since the Renaissance; educational reformers, fundamental doctrines advocated by them, and the development of modern school systems, particularly German, French, and English; detailed study of educational development in the United States.

Texts upon which examination questions in history of education will be based:

- Paul Monroe—Briefer Course in History of Education (Macmillan).
F. P. Graves—History of Education (Macmillan).

EDUCATIONAL ADMINISTRATION AND SUPERVISION, INCLUDING
SCHOOL LAW.

The general subject of School Administration and Supervision includes a discussion of the distinctive problems of organization and administration found in the national, state, county, township, and district units of educational control; work of school boards, superintendents, principals, and teachers; the school board in its executive and legislative functions; business and financial administration of public education, and the relation of supervisors to boards, principals, teachers, pupils, and parents. In its relation to the work of the teacher the subject includes grading, promotion, examinations, records, discipline, and special classes, and the supervision of instruction and training of teachers in service.

The field of School Law includes especially the school code of Kansas, with emphasis on the duties and qualifications of school officers, supervisors and teachers.

Books upon which examination questions in educational administration, supervision, and school law will be based are:

S. T. Dutton—School Management (Scribner's).

Dutton and Snedden—The Administration of Public Education in the United States (Macmillan).

The School Law of Kansas.

EDUCATIONAL PSYCHOLOGY, OR THEORY OF EDUCATION.

Educational Psychology deals with the general principles of psychology which can be applied to education and teaching, including at the same time an elementary special psychology of the fundamental processes in educational development, such as attention, interest, feeling, and motor practice, followed by a critical study of psychology as applied to distinctive educational processes. Among the subjects treated are: formal discipline, measurement of mental traits, habit formation and habit breaking in school work, typical studies in learning, and the psychology of number, reading, language, and other educative processes of the school.

Subjects falling within the more general field of theory of education embrace considerations derived from biological, sociological, and philosophical, as well as from psychological principles.

Books upon which examination questions in educational psychology will be based are:

S. S. Colvin—The Learning Process (Macmillan).

W. H. Pyle—Outlines of Educational Psychology, revised edition (Warwick and York).

Books upon which the examination questions in the theory of education will be based are:

W. C. Ruediger—Principles of Education (Houghton Mifflin).

W. C. Bagley—Educational Values (Macmillan).

METHODS OF INSTRUCTION.

The field of Methods of Instruction, properly covered, includes a study of the general methods of teaching, the necessary and ideal preparation of a teacher, the management of a school or class, and the effective conduct of the recitation. The candidate should be familiar with the development of the public-school course of study and with improvements in textbooks and illustrative material. He should know the most approved methods of presenting the different common-school branches, and should have more particular knowledge with reference to the teaching of one or more of the branches which belong to the secondary or high-school course of study.

Books upon which the examination in methods of instruction will be based are:

Charles H. McMurray—Method of the Recitation (Macmillan).

Geo. D. Strayer—The Teaching Process (Macmillan).

C. H. Johnston—High School Education (Scribner's).

CHAPTER III.

ACCREDITED COLLEGES.

Authority of the State Board of Education.

Four-year College Course.—The State Board of Education has authority to examine educational institutions with respect to course of study, equipment, and character of work, and to place approved institutions on an accredited list. To secure approval, the institution must maintain a regular four-year collegiate course, requiring for admission an approved four-year high-school course or equivalent, and must maintain a department of education satisfactory to the State Board of Education.

Graduates from an approved course of study are entitled to receive a three-year state certificate, which at its expiration may be exchanged for a life certificate, provided that the holder has taught successfully at least two years out of the three and has kept himself informed in the general literature of his profession.

Graduates from approved colleges who have not taken the educational courses may receive credit in academic branches, and may apply for state certificates on passing the state examination in the professional branches.

These provisions apply to the State University, the State Agricultural College, and may, at the discretion of the State Board of Education, be extended to any institution in the United States.

Practice-teaching Course.—Graduates from any educational institution incorporated under the laws of Kansas, and accredited by the State Board of Education as maintaining a course of study including all the branches prescribed by law and required by the State Board for a three-year certificate, may receive a three-year certificate, provided that not less than twenty weeks shall have been given to practice-teaching under approved conditions.

Requirements for a Standard (Approved) College.

1. *Admission.*—The requirement for admission shall be 15 high-school units, selected from those listed and defined by the State Board of Education.

2. *Graduation.*—The requirement for graduation shall be the completion of a four-year course of at least 120 semester hours of sixty minutes, to include at least one year in actual residence, and the other work to be done in a college conforming in effect to the requirements herein stated.

3. *Instruction.*—The institution must have at least seven professors. These professors shall give their entire time to work of college grade, and no professor should offer work in more than two departments of study. If in any of the colleges the instructors divide their time between collegiate and preparatory work, the total amount of collegiate work offered in any semester must be not less than 105 semester hours.

4. *The Training of the Faculty.*—A faculty properly qualified shall consist of graduates of standard colleges who have pursued graduate work equivalent at least to that required for a master's degree. An exception as to graduate work may be made in the case of an instructor of successful experience and proved efficiency.

5. *Hours of Instruction.*—The number of class hours for instructors and students shall not exceed twenty a week.

6. *Salaries.*—The average salary of the full professors, exclusive of the salary of the President, shall be at least \$1000.

7. *Endowment.*—The means of support shall be defined as requiring a permanent productive endowment of not less than \$200,000, or an annual income of not less than \$10,000, exclusive of tuition.

8. *Laboratory Equipment.*—The laboratory equipment shall be worth not less than \$5000, and shall be so distributed as to establish at least an efficient chemical, physical, and biological laboratory.

9. *Library.*—The library, exclusive of general reference books and public documents, shall contain at least 3000 volumes. These volumes shall be of present value, selected with reference to the departments in which instruction is offered.

10. *Biblical Literature and History.*—A maximum of twelve hours in Biblical literature and history may be allowed in the transcripts of graduates of colleges who are candidates for a state certificate.

11. *Number of Hours for State Certificates.*—The number of semester hours required of candidates for state certificates shall be 120. In this number shall be included the professional work and at least twenty hours of work in the subject that the candidate proposes to teach, together with at least ten hours in a related subject.

12. *Professional Work.*—The minimum in education shall be twelve hours in courses approved by the State Board of Education, of which at least three hours shall be in each of the following groups:

(a) History of education.

(b) Educational administration and supervision.

(c) Educational psychology or theory of education.

The remaining three hours shall be selected from courses approved by the State Board of Education in any of the above groups. The courses in educational psychology and theory of education must presuppose general psychology.

Regulations of the State Board of Education.

FOUR-YEAR COLLEGE COURSE.

1. Any institution of learning in the state desiring to be accredited by the Board shall submit a full description of its course of study, equipment, and the character of its work, together with a definite statement of the standard required for admission, of the maximum number of hours a student is permitted to carry, of the amount of time given to each subject, of the scope of work and the text used, the amount of laboratory work required, and the proficiency demanded in final examination. If the institution meets the requirements of the Board in accordance with the

law under which credit is sought, it will be placed upon the accredited list. All applications must be made on the official form, which will be furnished by the state superintendent upon application by the president of the school. The application must be complete and must be accompanied by late catalogue of the school. In addition to the catalogue the fullest possible information should be given as to the professional library and other equipment which bears especially upon the subject of teaching.

2. Graduates of such institutions who apply for state certificates must present an official statement showing the high-school subjects accepted for admission to the freshman class and a complete transcript of the college record showing the subjects taken and the semester hours of credit in each. An official blank for this purpose (form 116) is furnished by the state superintendent of public instruction.

3. Graduates from any four-year collegiate course of study in the State University or State Agricultural College, or from an approved four-year collegiate course in any accredited institution of learning, may be permitted to substitute such course in place of the examination in the academic branches in which examination is ordinarily required for a state certificate; and may apply for a three-year renewable state certificate on passing an examination prescribed by the State Board in the following educational subjects, preparation in each of which should be equivalent to a course of three semester hours:

History of education.

Educational administration and supervision (including school law).

Educational psychology or theory of education.

Methods of instruction.

Examinations in the academic branches may be required if the manuscript of the applicant in the professional branches warrants such requirement.

4. The examinations upon the required professional subjects and upon other subjects required for the three-year certificate may be taken at the time provided by the regulations of the Board.

5. Graduates from institutions of learning outside the state who may be applicants for state certificates will be required to present information concerning the institution whose grades they wish recognized similar to that hereinbefore specified for institutions within the state.

NORMAL PRACTICE-TEACHING COURSE.

Institutions asking approval of their normal courses under the law of 1899 must maintain a course which includes all the branches required by the State Board for a three-year certificate. This requirement is found on page 6. In addition to the prescribed course, the applicant must do twenty weeks' practice teaching, under the head of the pedagogical department; such *practice teaching must not include any teaching for which pay is received.*

Practice teaching, as interpreted by the Board, is actual model-school work such as is given at the State Normal School, and it requires the establishment of model schools connected entirely with the institutions accredited. Students under seventeen years of age will not receive credit

for practice teaching. The teaching of a few classes in the preparatory department will not be accepted. A model school, in the full sense of the term only, will be accepted for this requirement.

Graduates from the normal practice-teaching course who apply for three-year state certificates must make application on the official form (No. 115) furnished by the state superintendent, and must present a complete transcript of college credits signed by the president of the school. These credits must be obtained in classes of collegiate rank as distinguished from preparatory or high-school classes.

If the applicant's transcript is accepted, he will receive a three-year nonrenewable certificate.

Not less than two years of resident work in an accredited college will be approved by the Board, one of which shall be in the college granting the diploma.

The Board does not advise the installing or maintaining of the normal practice-teaching course.

List of Accredited Institutions.

INSTITUTIONS IN KANSAS.

The following educational institutions have been placed on the accredited list in accordance with chapter 276, Laws of 1911:

NAME OF SCHOOL.	Location.	First accredited.	Law of 1911.
Baker University	Baldwin	1899	1912
Bethany College	Lindsborg	1899	1912
Cooper College	Sterling	1901	1912
College of Emporia.....	Emporia	1899	1912
Fairmount College	Wichita	1899	1912
Friends University	Wichita	1900	1912
Highland College	Highland	1912	1912
Kansas Wesleyan University	Salina	1900	1912
McPherson College	McPherson	1900	1912
Midland College	Atchison	1903	1912
Ottawa University	Ottawa	1899	1912
Southwest Kansas College.....	Winfield	1900	1912
University of Kansas.....	Lawrence	1899	1912
Washburn College	Topeka	1904	1912

INSTITUTIONS IN OTHER STATES.

The institutions in the following list have been accredited by the State Board of Education under the law of 1911 or in accordance with the provisions of preceding laws.

NAME OF SCHOOL.	Location.	Date Accredited.
Allegheny College	Meadville, Pa.....	1893
Amherst College	Amherst, Mass.	1911
Arkansas University	Fayetteville, Ark.	1911
Brown University	Providence, R. I.....	1912
Bucknell University	Lewisburg, Pa.	1898
California State Normal School.....	Los Angeles, Cal.....	1909
Central Wesleyan College.....	Warrenton, Mo.	1903
Chicago University	Chicago, Ill.	1901
Colorado College	Colorado Springs, Colo...	1906
Colorado State University.....	Boulder, Colo.	1912
Cornell University	Ithaca, N. Y.....	1893
Dartmouth College	Hanover, N. H.....	1893
Denison University	Granville, Ohio	1893

NAME OF SCHOOL.	Location.	Date Accredited.
Denver University	Denver, Colo.	1912
De Pauw University	Greencastle, Ind.	1893
Drake University	Des Moines, Iowa	1893
Earlham College	Richmond, Ind.	1910
Franklin Marshall College	Lancaster, Pa.	1903
Grove City College	Grove City, Pa.	1903
Hamline University	St. Paul, Minn.	1908
Harvard College	Cambridge, Mass.	1903
Haverford College	Haverford, Pa.	1896
Heidelberg University	Tiffin, Ohio	1894
Hiram College	Hiram, Ohio	1912
Howard University	Washington, D. C.	1911
Illinois State Normal	Normal, Ill.	1904
Illinois State University	Champaign, Ill.	1903
Indiana State Normal School	Terre Haute, Ind.	1903
Indiana State University	Bloomington, Ind.	1903
Iowa State Normal School	Cedar Falls, Iowa	1896
Iowa State University	Iowa City, Iowa	1898
Kentucky State University	Lexington, Ky.	1911
Kenyon College	Gambier, Ohio	1893
Lincoln College of James Milliken University	Lincoln, Ill.	1910
McKendree College	Lebanon, Ill.	1893
Marietta College	Marietta, Ohio	1893
Miami University	Oxford, Ohio	1912
Michigan State Normal	Mt. Pleasant, Mich.	1896
Minnesota State University	Minneapolis, Minn.	1896
Missouri State University	Springfield, Mo.	1913
Monmouth College	Monmouth, Ill.	1893
Nebraska State University	Lincoln, Neb.	1912
Northwestern University	Evanston, Ill.	1908
New York State Normal School	Albany, N. Y.	1895
New York State Normal School	Fredonia, N. Y.	1895
New York State Normal School	Cortland, N. Y.	1895
New York State Normal School	Bridgeport, N. Y.	1895
New York State Normal School	Buffalo, N. Y.	1896
New York State Normal School	Geneseo, N. Y.	1896
New York State Normal School	Jamaica, N. Y.	1896
Oberlin College	Oberlin, Ohio	1904
Ohio Northern University	Ada, Ohio	1913
Ohio State University	Columbus, Ohio	1893
Ohio Wesleyan University	Delaware, Ohio	1893
Oregon Agricultural College	Corvallis, Ore.	1903
Park College	Parkville, Mo.	1908
Parsons College	Fairfield, Iowa	1909
Peabody Normal College	Peabody, Tenn.	1896
Penn College	Oskaloosa, Iowa	1894
Pennsylvania State Normal School	Mansfield, Pa.	1903
Princeton University	Princeton, N. J.	1911
Simpson College	Indianola, Iowa	1907
Smith College	Northampton, Mass.	1912
Syracuse University	Syracuse, N. Y.	1912
Upper Iowa University	Fayette, Iowa	1909
Western Reserve University, Adelbert College, and College for Women	Cleveland, Ohio	1912
Wilmington College	Wilmington, Ohio	1896
Wooster University	Wooster, Ohio	1904
Woman's College	Baltimore, Md.	1903
Wesleyan University	Bloomington, Ill.	1893
Western College for Women	Oxford, Ohio	1909

CHAPTER IV.

CERTIFICATES FROM OTHER STATES.

The Kansas State Board of Education has established reciprocal relations with certain other states concerning the indorsement of the highest grade of life certificates and State Normal School diplomas.

Applicants for indorsement must make application on form No. 107 furnished by the state superintendent, and must submit for inspection the original certificate or diploma obtained in another state.

The Board does not bind itself to indorse all certificates which may be presented; but each case will be considered on its merits, and certificates will be indorsed only when it appears that the conditions under which they were granted are approximately the same as the requirements for similar certificates in Kansas.

In case the application is granted, a three-year renewable certificate will be issued, which at its expiration may be exchanged for a life certificate, provided that all requirements have been complied with.

Information regarding the indorsement of certificates granted by any state may be obtained by addressing the State Superintendent of Public Instruction, Topeka, Kan.

At the date of the publication of this edition of the Manual (1913) reciprocal relations have been established with the states named in the following table under the conditions specified:

STATE.	Life certificate.	State Normal School diplomas.
Arizona	Professional examination required.	Professional examination required.
Dist. of Columbia	No; no law for it.	Yes.
Idaho	If issued on examination only.	No.
Indiana	If issued on examination only.	Yes.
Iowa	Yes.	Yes.
Michigan	Each case considered on its merits.	Each case considered on its merits.
Minnesota	No; Minnesota law forbids.	Yes.
Missouri	Issued on examination only.	Yes.
Nebraska	Yes.	Yes.
New Jersey	Kansas accepts two-year certificate, which becomes permanent by renewal.	Kansas accepts two-year certificate, which becomes permanent by renewal.
New York	Each case considered on its merits.	Yes.
North Dakota	If graduate of normal school, college or university.	Yes; course must cover Kansas requirements.
Ohio	Board will consider applications.	No. (Ohio has no normal certificates.)
Oklahoma	Each case considered on its merits.	Each case considered on its merits.
Oregon	If issued on examination only.	Yes.
Pennsylvania	Yes.	Yes.
Rhode Island	Each case considered on its merits.	Each case considered on its merits.
South Carolina	Each case considered on its merits.	Each case considered on its merits.
South Dakota	Yes.	Yes.
Utah	Each case considered on its merits.	Each case considered on its merits.
Vermont	No.	May consider certain cases on merit.
Virginia	Yes.	Yes.
Washington	Option of state board.	Option of state board.

CHAPTER V.

INSTITUTE CERTIFICATES.

REQUIREMENTS OF INSTRUCTOR.

1. He shall have attained the age of twenty-seven.
2. He shall have taught six years successfully.
3. He shall be a person whose professional fitness for institute work entitles him to recognition by the State Board of Education, and shall be the holder of a state certificate, or a life diploma, or shall be one whose eminent professional experience and ability in educational work warrants the granting of such certificate.
4. He shall furnish satisfactory evidence of good moral character.
5. The first certificate shall be granted for one year.
6. Persons holding an instructor's certificate issued by the Board, and having instructed successfully in one normal institute in Kansas, may obtain a certificate good for three years.

REQUIREMENTS OF CONDUCTOR.

1. He shall have attained the age of twenty-nine.
2. He shall have taught eight years successfully.
3. He shall furnish satisfactory evidence of having instructed successfully under certificate issued by the State Board of Education in three normal institutes, not more than two of which shall have been in one year; provided, that the board may waive this rule in the case of applicants of high professional standing and long experience in educational work.
4. He shall furnish satisfactory evidence of good moral character.
5. The first certificate shall be granted for one year.
6. Persons holding a conductor's certificate issued by the board, and having conducted successfully one normal institute in Kansas, may be granted a certificate good for five years.

SPECIAL.

1. The board must be satisfied as to the special qualifications of applicant.
2. This certificate is valid for one year.
3. This certificate must not be used for authority to teach other branches than those named in the certificate.

CERTIFICATES VOID.

Certificates of institute instructors and conductors shall, even though their limit has not expired, become void if three consecutive years have elapsed without as much as fifteen weeks of school work in each year.

NOTE.—The Board has deemed best to establish certain general qualifications for applicants for institute certificates and to publish the same for information of the applicants. The Board, however, reserves, without qualification, the right and power to determine the fitness of an applicant to receive an institute certificate. The judgment of the applicant that he meets the requirements of the Board is not deemed sufficient reason for the Board's taking favorable action upon his application.

CHAPTER VI.

LAWS.

Section numbers refer to the Compiled School Laws, edition of 1913.

SECTION 45. *State Board of Education.* There shall be a State Board of Education, consisting of the state superintendent of public instruction, the chancellor of the State University, the president of the State Agricultural College, the president of the State Normal School, and three others to be appointed by the governor by and with the consent and advice of the senate, selected from among those engaged in school work in the schools of the state. The three thus appointed by the governor shall hold their office for a term of two years, or until their successors are duly appointed and qualified. The State Board of Education thus constituted are hereby authorized and empowered to issue state diplomas to such professional teachers as may be found, upon critical examination, to possess the requisite scholarship and culture and who may also exhibit satisfactory evidence of unexceptionable moral character and of eminent professional experience and ability, and who have taught for two years in the state. All such diplomas shall be countersigned by the state superintendent of public instruction, and shall supersede the necessity of any and all other examinations of the persons holding the same by county, city or local boards of examiners, and such diplomas shall be valid in any county, city, town or school district in the state during the lifetime of the holder, unless revoked by the State Board of Education. (Laws 1893, ch. 132, sec. 1.)

SEC. 46. *Meetings and Powers of Board.* The State Board of Education shall meet at such times and places as by them may be deemed necessary and transact such business as may legally come before them, and examine all applicants who may present themselves for such examination; and, if satisfied with the scholarship, culture and moral character of the applicant, and with his professional attainments and experience, said board shall issue a state diploma or certificate, as the case may be, in accordance with such examination and the provisions of the law. (Laws 1905, ch. 387, sec. 1.)

SEC. 47. *Additional State Certificates.* The State Board of Education are furthermore authorized and empowered to issue state certificates of high qualifications to such teachers as may be found, upon examination, to possess the requisite scholarship, and who may also exhibit satisfactory evidence of good moral character, and ability to teach, and skill to govern and control children. The certificates issued by the State Board of Education may be of two grades—one for three years and one for five years; and all certificates issued by said board shall be countersigned by the state superintendent of public instruction, and such state certificate shall supersede the necessity of all other examinations of the persons holding them

by county or local boards of examiners; and such certificates shall be valid in any county, city, town or school district in the state for the term of three or five years (as therein set forth), unless sooner revoked by said State Board of Education. (Laws of 1876, ch. 122, art. 6, sec. 8.)

SEC. 48. *Approval of Course of Study.* Upon application of any college or university, or educational institution of like standing, incorporated under the general laws of the state of Kansas, and requiring a four-year high-school course or its equivalent, approved by the State Board of Education, as a condition of admission to its freshman class, the State Board of Education shall have the power to examine the course of study prescribed and the character of the work done by it, and if in the judgment of said board the course of study and the character of the work done shall be of such standing as to prepare the graduates of such institution to teach successfully in the public schools of this state, and if said institution maintains a department of education and the course of study prescribed includes work in said department satisfactory to the State Board of Education, the board shall place such institution on the accredited list. (Laws of 1911, ch. 216, sec. 1.)

SEC. 49. *Examination; Standard.* Any institution on the accredited list shall be subject to examination by the State Board of Education at its pleasure with respect to its course of study, its equipment, and the character of its work; and additional requirements may be made at the pleasure of the board. Any institution failing to maintain a standard satisfactory to the State Board of Education shall be dropped from the accredited list. (Laws of 1911, ch. 276, sec. 2.)

SEC. 50. *Certificate Issued.* To all persons graduating from such approved courses of study in institutions on the accredited list the State Board of Education shall issue a three-year state certificate, and at the expiration of said certificate said board shall issue a life certificate in lieu of the first one issued, provided the holder shall have taught successfully at least two years out of the three and has kept himself informed in the general literature of his profession. (Laws of 1911, ch. 276, sec. 3.)

SEC. 51. *Institutions to which the Provisions May Extend.* The provisions of sections 1, 2 and 3 of this act shall apply to the State University and the State Agricultural College, and may, at the discretion of the State Board of Education, be extended to any institution in any of the United States which shall satisfy the said board that it maintains an efficient department of education and meets the other requirements for schools on the accredited list. (Laws of 1911, ch. 276, sec. 4.)

SEC. 52. *State Certificates, Issued to Graduates of Certain Institutions.* Any graduate of the school of arts of the University of Kansas, or of any university or college incorporated under the laws of this state maintaining a department of education and requiring a four-year high-school course or its equivalent, approved by the State Board of Education, as a condition of admission to its freshman class, and maintaining a regular four-year course thereafter for graduation, and accredited as such by the State Board of Education, shall, upon presentation to said board of satisfactory evidence of graduation from such accredited course of study in said university or college, receive from said board a three-year certificate

to teach in the public schools of this state; provided, that the course of study completed by such graduate of the above-described institutions shall have included such work in the department of education as shall be satisfactory to the State Board of Education. (Laws of 1911, ch. 276, sec. 5.)

SEC. 56. *Renewal.* Any person holding a three-years certificate granted in accordance with the provisions of section 1 or section 2 of this act may, at any time within six months before or after its expiration, apply to the State Board of Education for a life certificate, and if it shall appear to the said State Board of Education that the applicant is of good moral character, has taught successfully not less than two years of the three, and has kept himself well informed in the general literature of his profession, a life certificate shall be issued to said applicant by said Board of Education; provided, that such life certificate shall be void if the holder thereof is out of the teaching profession for three consecutive years; provided, that life diplomas may be renewed by the State Board of Education. (Laws of 1899, ch. 179, sec. 4.)

SEC. 57. *Graduates in Normal Courses.* The State Agricultural College and any educational institution incorporated under the laws of this state, and accredited by the State Board of Education as maintaining a course of study including all the branches prescribed by law and required by said State Board of Education for securing a three-years certificate to teach in the public schools of the state, is hereby authorized to grant a diploma—the form of which shall be prescribed by the State Board of Education—to any person who shall complete the above-specified course of study, which diploma shall be accepted by the State Board of Education as authorization for granting to the holder of such diploma a three-years certificate to teach in the public schools of the state of Kansas; provided, said person shall have given not less than twenty weeks to practice teaching under the provision of the pedagogical department of said educational institution. (Laws of 1899, ch. 179, sec. 3.)

SEC. 53. *Certificates from Other States Recognized.* When the State Board of Education is satisfied that any resident of this state, holding a state certificate issued by any other state in the United States, secured the same by passing an examination equivalent to that given by said board, it may issue to said person the certificate as provided for in section 3 of this act, without further examination. (Laws of 1893, ch. 132, sec. 10.)

SEC. 62. *Registration.* That every state certificate, state diploma or any other document issued by the State Board of Education as a teacher's certificate, and every Kansas State Normal School diploma, one-year certificate or any other document issued by the Kansas State Normal School as a teacher's certificate, must be registered by the county superintendent of the county, or with the clerk of the board of education of the city of the first or second class, in which the holder contracts to teach. Failure, neglect or refusal to comply with the foregoing provision will render said certificate, diploma, Normal School diploma or other document void as a teacher's certificate in such county or city of the first and second class until such registration is complied with. (Laws of 1905, ch. 394, sec. 1.)

SEC. 63. *Duties of Certain Officers.* It shall be the duty of the county superintendent or clerk of the board of education of a city of the first or second class to register all such certificates, diplomas or other documents when presented to him by the holder thereof. It shall be the duty of said superintendent or clerk to provide a suitable record for this purpose; said record to show the name and address of the holder, kind of certificate, diploma or other document held, date of issue and date of expiration, if issued for other period than the life of the holder. It shall be the further duty of the county superintendent or clerk of the board of education to issue to such holder a statement of the kind of certificate, diploma or other document held, giving date of issue and date of expiration of same. (Laws of 1905, ch. 394, sec. 2.)

SEC. 64. *Unlawful to Pay Salary, When.* It shall be unlawful for any district board, board of education or board of trustees of any county high school to issue an order for payment of the salary for services as teacher of any holder of said certificate, diploma or other document unless said holder presents a certificate of registration as provided for in section 2 of this act. (Laws of 1905, ch. 394, sec. 3.)

SEC. 65. *No Registration Fee.* No fee shall be charged for the registration required by this act. (Laws of 1905, ch. 394, sec. 4.)

SEC. 54. *Certificates Void, When.* All life certificates issued by the State Board of Education or by the regents of the State Normal School shall be void if the holder of the same should not be engaged in school work for three consecutive years; provided, that certificates may be renewed by the State Board of Education. (Laws of 1893, ch. 132, section 11.)

SEC. 55. *Certificates Canceled, When.* The said State Board of Education is empowered to cancel any state certificate which said board, on satisfactory proof, finds to be held by a person of immoral character or otherwise disqualified for a teacher. (Laws of 1893, ch. 132, sec. 12.)

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